

JOB ANNOUNCEMENT

Director of the Washington, DC/Baltimore, MD Area Office

The Tahirih Justice Center is a national non-profit organization that supports the courage of immigrant women and girls who refuse to be victims of violence by providing holistic legal services and advocacy in courts, Congress, and communities. Through pro bono holistic legal services and public policy advocacy, Tahirih protects women and girls seeking protection from gender-based human rights abuses such as domestic violence, sexual assault, human trafficking, female genital mutilation, honor crimes, and forced marriage. Tahirih is a Bahá'í-inspired organization and works to create a world where women and girls can live in safety and with dignity. Winner of the 2010 Meyer Exponent Award which recognizes outstanding nonprofit executive directors and the 2007 Washington Post Award for Excellence in Nonprofit Management, Tahirih has a staff of 35 with offices in Falls Church, VA; Houston, TX; and Baltimore, MD.

Position Summary: Tahirih is entering an exciting period of growth nationally and seeks to hire a full-time Director for its Washington / Baltimore Area offices, which includes physical locations in Falls Church, VA and Baltimore, MD. The Director will be responsible for ensuring high-quality holistic legal representation and social services case management for women and girls fleeing human rights abuses in immigration and family law cases; provide the public face for the organization among colleague organizations, funders, and media across the region; fundraise; and maintain the offices' financial and operational integrity. The position requires someone who is expert in the legal representation of immigrant women and girls fleeing violence, and who will be able to shoulder the fundraising, management, and leadership responsibilities required for leading Tahirih in the Washington/Baltimore Area offices.

Primary responsibilities:

Leadership

- Provide primary leadership and management for the Washington/Baltimore area offices (which include 15 staff)
- Participate in the national Tahirih Justice Center management team, contributing to strategic decision making as Tahirih expands nationally
- Develop and lead the accomplishment of the strategic goals for the Washington/Baltimore area; maintain metrics for accountability; and report regularly to the Executive Director and board of directors on accomplishment of goals
- Participate in the development of area budgets and be accountable for meeting the budget
- Promote staff members' professional development and well-being; promote a culture of high performance and continuous improvement

Legal and Social Services

- Develop and Implement goals, objectives, policies, and processes for the provision of immigration, family law, and social services
- Ensure high quality legal representation of and social service case management for clients by the Tahirih Justice Center

- Maintain overall responsibility for Tahirih's relationship with local law firms and the development of its pro bono attorney network; support the development of other pro bono relationships to assist in providing additional services to clients

Fundraising

- Develop and execute local fundraising strategies in partnership with the Executive Director and the Director of Development and Communications
- Cultivate a local network of individual, corporate, and foundation donors
- With the assistance of the national office, lead the development of grant opportunities, grant writing process, and grant reporting

Education/Outreach & PR

- Engage in public speaking, training, and outreach
- Conduct media interviews when appropriate
- Represent Tahirih on local coalitions and at relevant conferences
- Provide technical assistance to and help develop national public policy initiatives

The ideal candidate will have the following qualifications:

- At least 5 years of relevant legal experience
- Experience working with female survivors of trauma and those from diverse cultural backgrounds
- Excellent legal analysis, written and oral communication skills
- Demonstrated experience creating and developing relationships with like-minded organizations, funders, pro bono partners and volunteers
- Fundraising experience a definite plus
- Energetic, organized leader and a team player
- Results focused manager, with a minimum of five years' direct personnel management experience
- Ability to multitask and manage stress well in a fast-paced environment
- Extremely responsible, self-motivated, and focused
- Detail oriented while also able to think strategically
- Foreign language skills preferred
- Active bar membership

Annual salary and benefits: Annual salary is competitive and dependent on experience. Generous benefits including: 15 days of paid accrued vacation during the first year (20 days of vacation after the first year), additional week of vacation between Christmas and New Year's, flex-spending account, sick and parental leave, fully-paid health and dental insurance coverage, 403(b) plan, in-house training programs, staff enrichment retreats and other professional development opportunities.

Submissions: Please email a cover letter, resume, and a list of three references to:

Human Resources Department
Tahirih Justice Center
6402 Arlington Blvd, Suite 300
Falls Church, VA 22042
recruiting@tahirih.org
Fax: 571-282-6162

Please note: Candidates applying must have work authorization in the United States.

The Tahirih Justice Center is an equal opportunity employer which does not discriminate on the basis of race, national origin, religion, age, color, sex, sexual orientation, disability or veteran's status, or any other characteristic protected by local, state or federal laws, rules or regulations. Tahirih's policy applies to all terms and conditions of employment.